



#6218
Court Clerk II General

Jefferson County is seeking an individual with exceptional organizational and customer service skills to clerk for in-court proceedings, maintain court records, and perform multiple clerical and accounting tasks for the Clerk of Courts.

Two years technical training with an emphasis on legal procedures, computer skills and general bookkeeping with 3-4 years general office experience preferred. Starting Pay: \$15.253

IMPORTANT: All applicants are required to take a written exam on April 12, 2012 at 4:30 p.m. at the Jefferson County Courthouse, Room 205.

Application deadline is noon on April 9, 2012 and available at www.jeffersoncountywi.gov or Jefferson County Human Resources, 320 S. Main St., Jefferson, WI 53549.

EOE